



## RISK ASSESSMENT

<b>ESTABLISHMENT: South Shields Surf CIC</b>	<b>ASSESSMENT DATE: 15/07/2016</b>
<b>ACTIVITY/ LOCATION : Surfing, Stand Up Paddle, Flat Water, Rock Pooling and Snorkeling activities.</b>	<b>COMPLETED BY: Nick Jones</b>
<b><u>This activity is supported by an NOP and EAP</u></b>	<b>DATE REVIEWED AND UPDATED: 24/11/2022 Nick Jones</b>

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
<b>OFF THE BEACH</b>			
1. Existing medical conditions	Instructors/ clients	<ul style="list-style-type: none"> <li>Check in advance (remember confidentiality), should on booking form.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure personal medications available as appropriate</li> </ul>
2. Inappropriate equipment	Instructors/ clients	<ul style="list-style-type: none"> <li>Instructors to have own wetsuits and boots (if required)</li> <li>Clients to have correct size wetsuits</li> <li>Clients to have correct size boots (if required)</li> <li>Clients to have correct thickness wetsuit</li> <li>Clients to have appropriate size, weight and construction of board</li> <li>All clients to have leashes in good repair</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adequate range of wetsuits, boots (if required) and boards</li> <li>Ensure all equipment is in good working conditions.</li> <li>Ensure enough leashes in good condition</li> </ul>
3. Dehydration	Instructors/ clients	<ul style="list-style-type: none"> <li>Check there has been adequate fluid</li> </ul>	<ul style="list-style-type: none"> <li>additional supply of water available</li> </ul>

4. Low energy levels	Instructors/ clients	intake prior to moving to beach <ul data-bbox="922 188 1505 370" style="list-style-type: none"><li>● Check there has been adequate food/ nourishment intake prior to moving to beach</li><li>● Check there has not been an over-intake of food/ nourishment</li></ul>	<ul data-bbox="1585 188 2085 210" style="list-style-type: none"><li>● time for appropriate food breaks</li></ul>
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**GETTING TO THE BEACH**

1. Traffic accidents

Instructors/ clients

- Ensure vehicle is in a roadworthy condition
- Ensure appropriate insurance and carriage
- Ensure appropriately qualified driver
- Use of reputable coach/ minibus firm
- Use of recognised routes to beach
- Group briefed re: emergency procedures
- All to wear seatbelts

2. Accidents whilst embarking and disembarking

Instructors/ clients

- Embark and disembark on side away from traffic
- Group briefed about procedures

3. Falling, tripping and slipping

Instructors/ clients

- Advice given re: uneven surfaces
- Wear appropriate footwear

- Use of recognised pathway/ access to beach

4. Cuts and bruises

Instructors/ clients

- Advice given re: uneven surfaces
- Wear appropriate footwear

5. Sanddunes, flora and fauna (snakes, plants etc)

Instructors/ clients

- Briefing re: any possible encounters
- Wear appropriate footwear and clothing
- Use designated pathways
- Check signs

- Check seasonal occurrence and local advice

<b><u>ON THE BEACH</u></b>			
1. Falling, tripping and slipping	Instructors/clients	<ul style="list-style-type: none"> <li>● Advice given re: uneven surfaces</li> </ul>	
2. Beach-related debris (sharps, rocks, flotsam, jetsam)	Instructors/clients	<ul style="list-style-type: none"> <li>● Advice given by instructors</li> <li>● Supervision by instructors</li> <li>● Check with lifeguards</li> </ul>	<ul style="list-style-type: none"> <li>● First Aid kit available on beach</li> </ul>
3. Sunburn	Instructors/ clients	<ul style="list-style-type: none"> <li>● Apply high-factor sunscreen</li> <li>● Replenish sunscreen as appropriate</li> <li>● Instructors to wear caps/ hats as appropriate</li> <li>● Clients made aware of dangers of over-exposure to sun</li> </ul>	<ul style="list-style-type: none"> <li>● Extra sunscreen carried in First Aid dry bag</li> </ul>
4. Heat exhaustion/ heatstroke	Instructors/ clients	<ul style="list-style-type: none"> <li>● Instructors to monitor group</li> <li>● Instructors to ensure adequate liquid intake</li> <li>● Buddy monitoring</li> <li>● Wetsuit ventilation as appropriate</li> <li>● Clients made aware of dangers</li> </ul>	<ul style="list-style-type: none"> <li>● Check prevailing weather conditions</li> </ul>
5. Hypothermia	Instructors/ clients	<ul style="list-style-type: none"> <li>● Use of correct-fitting wetsuits</li> </ul>	<ul style="list-style-type: none"> <li>● Check prevailing weather</li> </ul>

<p>6. Other beach activities</p> <p>7. Lifting and moving equipment.</p>	<p>Instructors/ clients</p> <p>Instructors/Clients</p>	<ul style="list-style-type: none"> <li>● Use of correct-thickness wetsuits</li> <li>● Use of wetsuit boots (depending on water temperature)</li> <li>● Use of wetsuit hoods (depending on water temperature)</li> <li>● Clients made aware of dangers</li> <li>● Buddy monitoring</li>   <li>● Group advised to stay clear whilst traversing beach</li>   <li>● All staff and volunteers shown best lifting and handling practice.</li> </ul>	<p>conditions</p> <ul style="list-style-type: none"> <li>● Include emergency cagoule/ blanket/group shelter in First Aid kit</li> </ul>
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**IN THE WATER**

1. Drowning

Instructors

Clients

- Use of lifeguard qualified instructors.
- Instructors should be an ISA level 1 instructor or equivalent or demonstrate they are suitably experienced and deemed as competent through internal training & assessment.
- Board always attached with leash to ensure always with flotation device.
- For under 18s in stand up paddle board lessons they must wear a buoyancy aid.
- Clients are shown how to climb back onto their board or hold onto it when needed.
- Check swimming ability at time of registration and again assess water confidence at start of lesson
- Follow NOP and EAP
- Buddy monitoring
- Use of distress and recall signals

- Minimum of SLSGB Surf Rescue under supervision of RLSS National Vocational Beach Lifeguard.
- When ocean activity takes clients beyond their depths they must wear a buoyancy aid or flotation device if no board attached by a leash.
- For any participant needing additional support a Needs Assessment (pen portrait) must be completed and the measures identified implemented (see Adaptive Session Specific Procedures)
- Keep EAP's and NOP's up-to-date
- Daily liaison with lifeguards
- Daily beach reports.
- Instructors to carry radio at all time

2. Hypothermia

Instructors and clients

- **Follow NOP & EAP**
- **Instructor to monitor and control group**
- Use of correct-fitting wetsuits
- Use of correct-thickness wetsuits
- Use of wetsuit boots (depending on water temperature)
- Use of wetsuit gloves (depending on water temperature)
- Use of wetsuit hoods (depending on water temperature)
- Clients made aware of dangers
- Buddy monitoring

- Check prevailing weather conditions
- Include emergency cagoule/ blanket/group shelter in First Aid kit
- Daily beach reports
- Instructor to carry radio at all times.

3. Other injuries

Instructors and clients

- Follow NOP and EAP
- abide by activities risk assessments and site risk assessments.

4. Water pollution	Instructors and clients	<ul style="list-style-type: none"> <li>● Follow lifeguard advice</li> <li>● Check water quality reports regularly</li> </ul>	<ul style="list-style-type: none"> <li>● Liaise with local councils</li> </ul>
5. Marine stings	Instructors and clients	<ul style="list-style-type: none"> <li>● Use appropriate wetsuits and accessories</li> <li>● In areas/times where weaver fish are prevalent use of wetsuit boots</li> <li>● Check with lifeguards</li> <li>● Enquire re anaphylactic reactions during health check</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure personal medications available as appropriate</li> </ul>
6. Rips and currents And strong off shore winds	Instructors and clients	<ul style="list-style-type: none"> <li>● Don't enter water if not considered safe. Follow NOP.</li> <li>● <b><u>Instructor to monitor and control group</u></b></li> <li>● <b><u>Use professional judgement for advanced groups</u></b></li> <li>● Group made aware of dangers before entering water</li> <li>● Use of buddy system</li> <li>● Follow NOP and EAP</li> <li>● <b><u>Use designated surfing areas when conditions allow.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>● Liaison with lifeguards</li> <li>● Local knowledge of beach characteristics and prevalence of rips and currents (sea location specific risk assessments and maps)</li> </ul>
7. Other water users	Instructors and clients	<ul style="list-style-type: none"> <li>● Advice given re: space and surfing etiquette</li> <li>● <b><u>Instructor to monitor and control group</u></b></li> <li>● <b><u>Practice of wipeout action</u></b></li> </ul>	<ul style="list-style-type: none"> <li>● Liase with lifeguards about best locations on beach for lessons and where designated surfing areas are.</li> </ul>
8. Falling off board (wipeout)	Clients	<ul style="list-style-type: none"> <li>● Softboards and inflatable boards to be used.</li> <li>● Instructor to assess conditions and recommend helmets where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>● For any participant needing additional support a Needs Assessment must be completed and the measures identified implemented.</li> </ul>

**SUP SPECIFIC:** (in addition to the in water risk assessment above)  
Exhaustion and getting stuck further out to sea

Instructors Clients

- Assess abilities of group
- For any participant needing additional support a Needs Assessment must be completed and the measures identified implemented.
- Keep group close to the shore
- Warn of dangers before entering water
- Use of signals and communications with shore based staff/lifeguards.

Instructors to have a radio at all times and to communicate with surf school who can communicate with lifeguards as needed.

Injury from the paddle

Instructors Clients

- Demonstrate how to keep the paddle out of the way when paddling and falling.
- Warn clients of the dangers
- Instructor to assess the conditions and if necessary recommend that helmets be worn.

Instructor to carry first aid kit and radios

Offshore winds pushing clients beyond ability to get back to shore.

Instructors Clients

- Assess the wind before a session don't continue with session if wind is offshore and stronger than 3 on the beaufort scale. Force 4 in onshore conditions.
- Continue to assess the wind throughout the session and stop session if wind increases to the limit of manageable.
- At start of session ensure that all clients are able to return to shore prone on their boards.
- Brief clearly that need to lie down prone and paddle with hands back to shore when instructed.
- Move the session to Little Haven if needed and conditions are better there.

Alert Lifeguards if at all concerned by either clients in lesson or rentals.

Instructors to carry radios at all times to signal need for help.

Being out of depth

Instructors Clients

- Boards attached by leashes
- Clients shown how to float and pull board to them
- Clients shown how to get back onto the boards.
- Under 18s and weak adult swimmers must wear a buoyancy aid.

Sessions to be supervised by a qualified lifeguard at all times.



<p>Waves throwing wiping out clients.</p>	<p>Instructors Clients</p>	<ul style="list-style-type: none"><li>● Only go out when calm flat under 0.5m waves. Instructor to assess waves throughout the session and end the session needed,</li><li>● Clients show how to push boards out past waves safely.</li><li>● When returning to shore clients are ask to drop to knees before reaching shore then to dismount boards and shown how to push board back through waves to the beach.</li><li>● Instructor to keep the group beyond the breaking waves.</li><li>● Move the session to from Sandhaven main surf school location to Little Haven if needed and conditions are better.</li><li>● Instructor to assess conditions and ensure that clients wear helmets if needed.</li></ul>	<ul style="list-style-type: none"><li>● Be aware that high tide at littlehaven beach the waves size can increase - especially on a bigger period swell.</li></ul>
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<p><b><u>SUP TOURS: (in addition to the in water risk and SUP specific assessment above)</u></b>          Unable to complete tour/get home due to client ability/fitness</p>	<p>Instructors / clients</p>	<ul style="list-style-type: none"> <li>• Clients will have had to have had enough lessons to demonstrate the skills and fitness to complete a tour. Or have demonstrable experience and skills and fitness without the lessons.</li> <li>• Instructors will assess those coming and make sure only those competent take part.</li> <li>• Lead instructor will have water proof phone/radio to liase with surf school and arrange pick up from escape routes on map.</li> </ul>	<p>For any participant needing additional support a Needs Assessment must be completed and the measures identified implemented.</p> <p>If no communication is made and the group has not returned then the persons at the surf school are to follow the late back procedure.</p>
<p>Change in weather making getting back difficult/impossible</p>	<p>Instructors / clients</p>	<ul style="list-style-type: none"> <li>• Monitor weather conditions and do not get out the paddle boards if there is moderate offshore wind, storms, especially thunder/lightening. If in doubt liaise with lifeguards and follow advice given, if no lifeguards and in doubt don't get out the paddleboards.</li> <li>• If winds change during session instructors monitor and will direct clients back to shore as appropriate.</li> <li>• Follow the escape routes marked on the map.</li> <li>• Lead instructor will have water proof phone &amp; radio to liase with surf school and arrange pick up from escape routes on map.</li> </ul>	<p>Persons at surf school will monitor weather and instructor if winds and weather are changing If no communication is made and the group has not returned then the persons at the surf school are to follow the late back procedure.</p>
<p>Injury away from help</p>	<p>Instructor / clients</p>	<ul style="list-style-type: none"> <li>• Instructors first aid and lifeguard qualified</li> <li>• Escape routes known (see map of escape routes)</li> <li>• First aid kit carried</li> <li>• Phone &amp; radio carried if needed to call for more help.</li> <li>• All clients to wear helmets and buoyancy aids.</li> </ul>	<p>Instructors to direct clients from known submerged areas of rock and shallow areas.</p>

**Rock Pooling  
Specific:**

Slipping/tripping on rocks or big drops/sudden drops from rocks

Instructor and Clients

Make sure that all wearing appropriate solid and grippy shoes.  
Leader to group away from known slippy patch (seaweed, wet etc)  
Leader to have good knowledge of area and of an appropriate route through venue to avoid treacherous areas

Leader to carry first aid kit and phone in case of any injury

Tide coming in/  
Big seas

Instructor and Clients

Tide timetable checked before session and make sure that the route will not put group at risk of being caught by tide.  
Leader to monitor position of tide during session.  
Make sure all sessions are away from the sea and risk of waves washing over.

Leader to let surf school staff planned location and movement during session.  
Staff at surf school to keep an eye on water movement and tide.

Rocks falling

Instructor and Clients

Keep group away from the bottom of cliffs

Falling in water/hypothermia

Instructor and Clients

Leader to show best way to approach water and kneel near the water in order to explore the rock pool

Warming clothes, group shelter at the surf school.

For any participant needing additional support a Needs Assessment must be completed and the measures identified implemented.

<u>Beach Games/Clean Activities Specific</u> Weather Related injury (hot/cold)  Sand in eyes  Beach debris  Rubbish on the beach  Slips/trips	Instructor and Clients  Instructor and Clients  Instructor and Clients  Instructor and Clients  Instructor and Clients	Instructor to ensure group wearing appropriate clothing and monitor group make sure that either move to warm area/ do warm up or get water/move into shade if needed.  Instructor to ensure not too windy to be on beach to prevent sand getting in the eyes. Eye cleaning saline solution in the first aid kit.  Instructor to advise group of where to avoid if any debris that could cause injury.  When cleaning the beach clients to be given protective gloves and litter pickers and plastic bags/bucket to dispose of the rubbish. Instructors to advise on what rubbish to leave alone.  Instructor to advise group to move sensibly and monitor the group. Instructor to highlight obvious dangers.	First aid kit, shelter and group shelter at surf school.  First aid kit, shelter and group shelter at surf school.  First aid kit, shelter and group shelter at surf school.  First aid kit, shelter and group shelter at surf school.  First aid kit, shelter and group shelter at surf school.

<p><b>Flat Water</b>  <b>Games Specific</b>  <b>(in addition to</b>  <b>the in water risk</b>  <b>assessment</b>  <b>above)</b>  Out of depth in deeper water.</p>	<p>Instructor and Clients</p>	<ul style="list-style-type: none"> <li>● Only move to deeper water if conditions allow (onshore winds or light offshore, flat water)</li> <li>● Assess the group and ensure that they can all swim effectively and return to their board and can float in wetsuit to pull board back with leash. If concerned at all stay within all group's depth.</li> <li>● Make sure that group is competent to return to the beach by themselves before moving into deeper water.</li> <li>● Instructor to be in the water at all times with group under direct supervision within a few seconds swim/paddle of clients.</li> <li>● Under 18s must wear buoyancy aids if detached from board.</li> </ul>	<p>A second instructor or staff at surf school and/or lifeguards to be alerted when moving out into deeper water with a group.</p>
<p>Slips/trips</p>	<p>Instructor and Clients</p>	<ul style="list-style-type: none"> <li>● Instructor to: Ensure that trip hazards are minimized during games and highlighted to the clients by instructor.</li> <li>● Show clients best way to move when using the equipment and monitor during games.</li> <li>● Make sure that games played are appropriate to age and size of the group. Split group into people of similar sizes to ensure that smaller members aren't crushed by bigger members.</li> </ul>	
<p>Offshore wind</p>	<p>Instructor and Clients</p>	<ul style="list-style-type: none"> <li>● Instructor to make sure the group are able to return themselves to shore (on board and swimming/walking) and stay within all group members depth if wind is blowing above force 3 on beaufort scale.</li> </ul>	

Entrapment in equipment

Instructor and clients

- When games using surf equipment are set up the instructor is to make sure that any entrapment hazards are moved out of way of clients (leashes and boards on top of each other)
- Instructors will identify hazards to clients so that they can move out of harms way.

- **Instructors to monitor clients at all times.**

Falling off board/equipment in shallow water

Instructor and clients

- Best way of falling to be explained/demonstrated by instructor and practiced by clients.
- All participants to wear helmets.

**Snorkel Specific:**

Water entering snorkel/mask causing.

Waves, swell, wind and tidal movements causing group to drift into hazards (rocks/too far out)

Clients getting out of their depth

Instructor and clients

Instructor and clients

Instructor and clients

- Instructor to ensure that snorkels fit correctly and demonstrate to clients how to adjust the mask.

- Instructor to monitor group while in water and stop them from drifting into hazards.
- Instructor to show the clients clear hand signals for above and below the water so that the instructor can get clients to bring heads up out of water and move away from the hazard and clients can get instructors attention.

- Keep group in their depth if just snorkeling from the shore.
- If snorkeling from paddle boards then instructors to ensure clients can effectively float using the snorkel in their depth before trying to snorkel any deeper. Instructor to ensure that all clients have their leashes attached properly and when snorkeling from paddle boards then they are always attached to the board and they are monitored at all times to make sure they do not drift far or towards hazards.

- Monitor group when starting using masks to ensure no water enters.

- If need be instructor to stand between client and hazard to prevent getting too close.

- Instructor to bring rescue tube to session.
- Clients to be given personal flotation devices – high visibility swimming floats so that they can be easily seen.

<p><b>Adaptive Surfing Specific</b>  Participants additional needs affecting session:  Ability to follow instructions  Ability to support own weight and self rescue  Any areas of sensitivity need to be protected?</p>	<p>Participants</p>	<ul style="list-style-type: none"> <li>• Pen portraits to be completed or a phone conversation/email exchange required with all participants to identify what support measures are needed. See Adaptive Session Specific Procedures.</li> <li>• Are there lines/feeding tubes/colostomy bags/catheters/splints/old injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Need to decide what level of support is needed - lower ratios with instructors or volunteers support are adapted boards needed.</li> <li>• Do they need buoyancy aid to help support own weight? DO they need a lifejacket if unable to support weight?</li> <li>• Do we need specialist help like an interpreter for BSL, specific member of care staff?</li> <li>• Can these be protected comfortably for the participant</li> </ul>
<p>Participants Medical Needs</p>	<p>Participants</p>	<ul style="list-style-type: none"> <li>• These are identified clearly in pen portraits</li> </ul>	<ul style="list-style-type: none"> <li>• Is medication required on the beach, is a procedure in place to deal with on the beach? Does the participant need to bring with suitably trained and qualified people.</li> </ul>
<p>Volunteers</p>	<p>Participants, volunteers and instructors</p>	<ul style="list-style-type: none"> <li>• Volunteers need to attend a minimum of induction and preferably training day to ascertain their skill level in the water and on the beach</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers are assigned roles that are suitable to their skill levels and are given support and training where necessary</li> </ul>
<p>Adaptive Boards</p>	<p>Participants, volunteers, instructors</p>	<ul style="list-style-type: none"> <li>• Helmets must be worn by volunteers, participants and instructors when using the chair board</li> </ul>	<ul style="list-style-type: none"> <li>• Helmets have to worn by instructors if the participant needs to wear a helmet if head is vulnerable at all</li> </ul>



# RISK ASSESSMENT

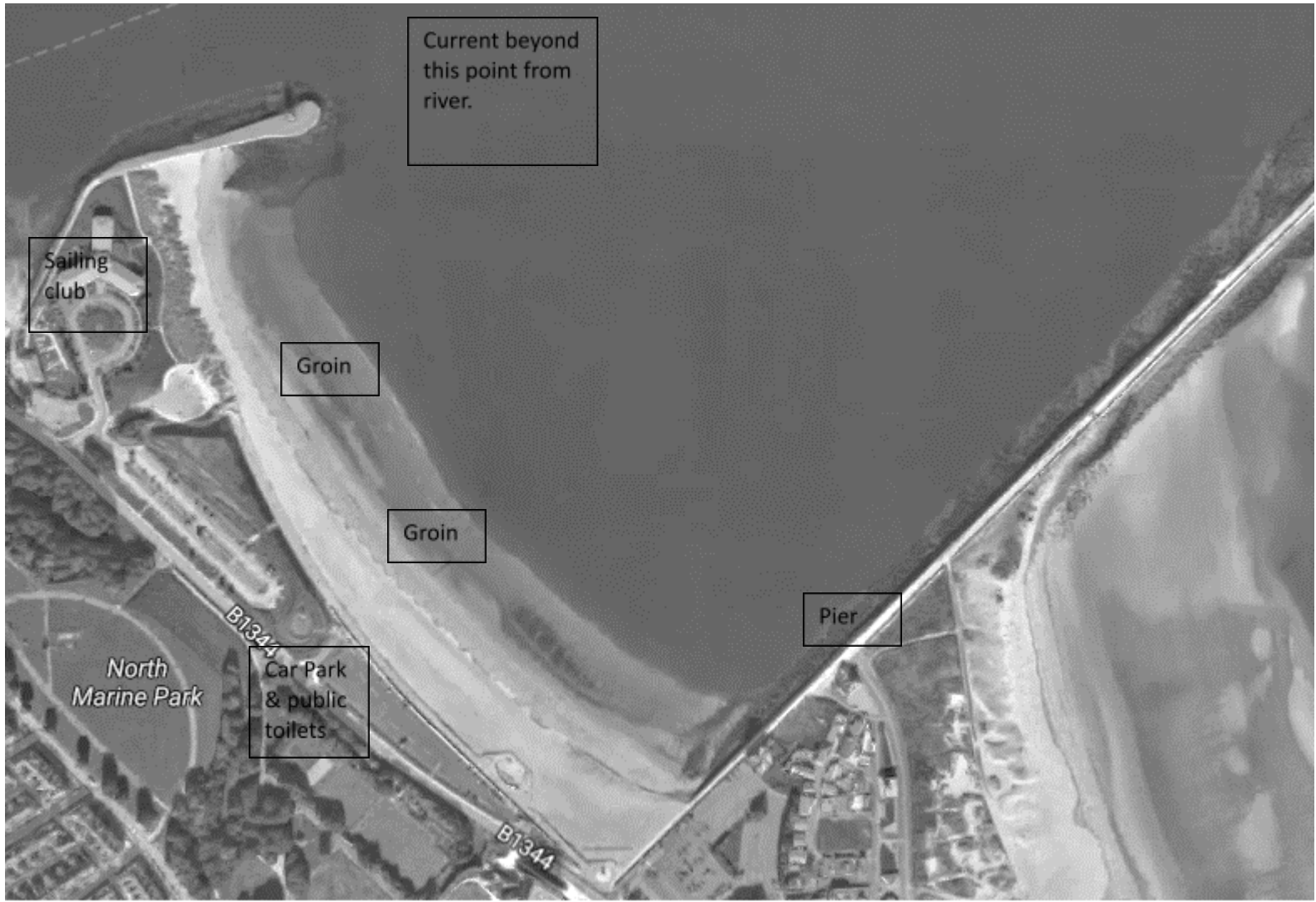
<b>ESTABLISHMENT:</b> South shields Surf School	<b>ASSESSMENT DATE:</b> 25/05/2017
<b>ACTIVITY/ LOCATION :</b> Little Haven Beach and Surf School Van/Set Up	<b>COMPLETED BY:</b> Nick Jones
<b><u>This activity is supported by an NOP and EAP</u></b>	<b>DATE REVIEWED:</b> 13/01/2023

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Broken glass on promenade and beach.	Staff/Clients	Site check everyday for glass and sharp objects around surf school and clear away.  Instruct clients and staff to watch out on the beach for any sharp objects.	
Steep bank on edge of promenade.	Staff/Clients	Make clients / staff aware of the bank.  Direct everyone to use the stairs.	
High winds blowing over signs/flags/gazebo	Staff/clients	Put away when wind is high (30mph+)	
Cars in carpark	Staff/clients	Tell clients to watch out for vehicles and direct to beach as soon as possible.	

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<p>Stepping in and out of van</p> <p>Lifting and moving heavy objects in and out of van, Back/leg/arm injury Trapped fingers Crushes from dropping items</p> <p>Other water users, sail boats, jetskis, kayakers etc</p>	<p>Staff</p> <p>Staff</p> <p>Staff and clients</p>	<p>Told to take caution, step in and out carefully not carrying too much as to unbalance.</p> <p>Advised to mind head on lower ceiling.</p> <p>All edges covered over in the van to avoid injury.</p> <p>Instructed to lift with the legs not back with good lifting technique. Using handles when provided.</p> <p>Must wear shoes.</p> <p>Only carry smaller loads alone and heavier between 2 or 3 people.</p> <p>Instructor to assess how busy the venue is and judge if safe to go in. Instructor keeps group together and moves away from other water users Highlight risk to clients.</p>	

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Groins on beach, risk of injury from falling onto them/blowing into them	Staff and Clients	Risk highlighted to all participants. Assess clients abilities to move away from risks, Make sure group stays away from groins and place group taking into account the wind.	
Pier and rocks – injury and drowning from going into the rocks and pier.	Staff and Clients	Risk highlighted to all participants. Assess clients abilities to move away from risks and move out of water or to appropriate area of venue. Make sure group stays away from groins and place group taking into account the wind.	
Water quality.	Staff and Clients	Keep check on water quality with environment agency. Tell clients and staff that they need to wash hands before eating/drinking anything. Advise clients not to drink water.	
Current from river Tyne	Staff and Clients	Instructor to keep group near to beach where the current does not affect group.	

Waves.	Staff and Clients	Instructor to monitor the forecast and do a site check accordingly. If the swell is forecasted to be bigger than 4 foot northerly and easterly at Sandhaven then it is likely to be too big at little haven to run paddle boarding lessons/hire safely. This is especially true on bigger period swells.	High tide is likely to make the waves bigger. The low tide conditions can change dramatically at high tide. Instructors are to monitor the conditions and if necessary stop operations at little haven for paddle boarding.
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Current beyond  
this point from  
river.

Sailing  
club

Groyne

Groyne

Pier

North  
Marine Park

Car Park  
& public  
toilets

B1344

B1344

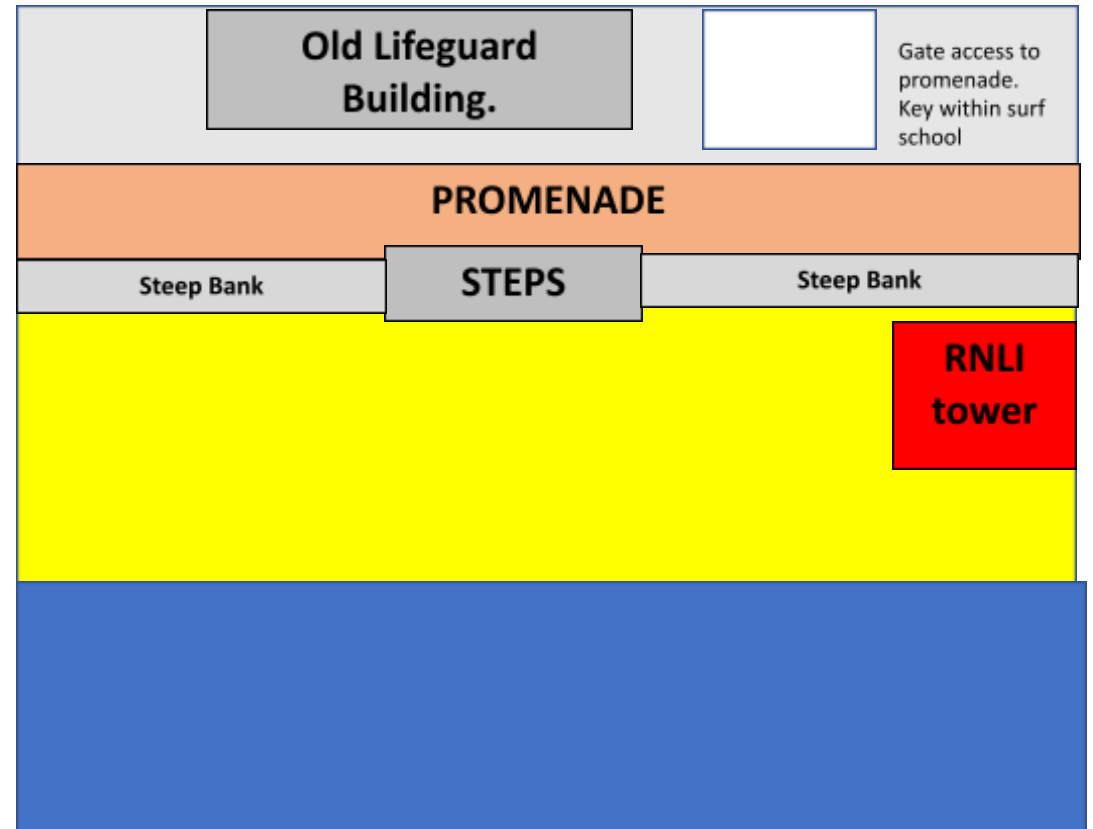
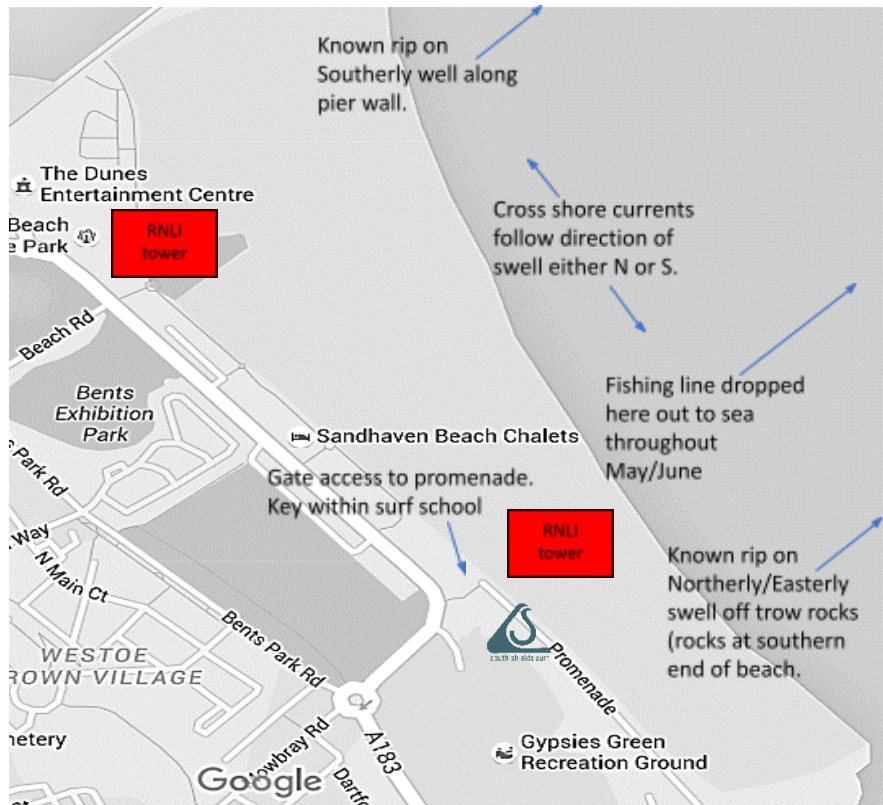
## RISK ASSESSMENT

<b>ESTABLISHMENT:</b> South shields Surf School	<b>ASSESSMENT DATE:</b> 25/05/2017
<b>ACTIVITY/ LOCATION :</b> Sandhaven Beach and Surf School Set Up	<b>COMPLETED BY:</b> Nick Jones
<b><u>This activity is supported by an NOP and EAP</u></b>	<b>DATE REVIEWED:</b> 13/01/2023

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Broken glass/sharp objects on promenade and beach.	Staff/Clients	Site check everyday for glass and sharp objects around surf school and clear away.  Instruct clients and staff to watch out on the beach for any sharp objects.	
Steep bank on edge of promenade.	Staff/Clients	Make clients / staff aware of the bank.  Direct everyone to use the stairs.	
High winds blowing over signs/flags/gazebo	Staff/clients	Put away when wind is high (30mph+)	

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Stepping in and out of Container and opening of container	Staff and Clients	Told to take caution, step in and out carefully not carrying too much as to unbalance.	
Container doors blowing in wind.	Staff and Clients	Edges covered over in the container to avoid injury. Shown how to best open doors.	
Lifting and moving heavy objects in and out of container and surf van, Back/leg/arm injury Trapped fingers Crushes from dropping items	Staff	Instructed to lift with the legs not back with good lifting technique. Using handles when provided.  Keep fingers out of way when stacking/placing objects around each other.  Must wear shoes.  Only carry smaller loads alone and heavier between 2 or 3 people.	
Putting Up the gazebo. Back injury Trapped hands/fingers.	Staff	Where possible put up the gazebo between two people. Instruct how to safely put up gazebo keeping hands clear. Use good lifting technique for all need of force.	

SITE MAP:





## FIRE PROCEDURE:

Strict fire circle rules are enforced

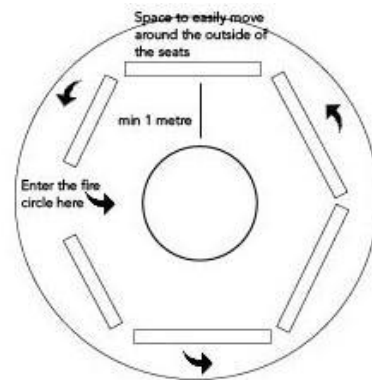
at all times and behaviour is controlled by the Session leader and support staff. Any disregard for the Fire Circle rules needs addressing by a Session Leader immediately.

Notify local site management and local fire brigade that there will be a fire one site, before the event.

### Fire Location

- Choose a site carefully; avoid clear combustibles in the area. Remove any stones from the fire area as hot stones (especially flints) can explode.
- Construct a surround for the fire using wood or bricks, or use a portable metal fire pit.
- Have at least 1m between fire surround and seating spaces
- Seating spaces should have emergency escape routes between them.
- Keep fires approximately 4m from any shelter built from easily combusting materials.
- Clear any dry material from underneath fire pit.
- Mark the perimeter of the outer edge of the fire circle.
- Make sure seats and fire surround are secure to avoid trip/fall accidents.

### Fire Circle Example (minimum requirements)



### Before starting a fire

Establish a Fire Circle and train members on the Fire Circle rules before starting a fire.



- How to approach and leave the Fire Circle - There should be one entrance and exit, stand behind the bench and carefully step over the bench to sit down.
- We do not run around the Fire Circle.
- Do not walk across the Fire Circle. To move around the fire circle, step over the seats to the outer edge and walk around the circle before re-entering.
- Only enter the fire circle when invited to by the Forest School Leader.

### Starting a fire

- No loose clothing (or unacceptable loose hair) near the fire circle.
- Have a water bucket and a fire blanket available to extinguish the fire.
- Heat-proof gloves should be used whenever adding anything to fire or moving anything on the fire.
- A burns first aid kit and bucket of water need to be onsite for burns.
- Don't light in windy or tinder dry conditions.
- Never leave a fire unattended.
- Fires will only be lit in the fire-circle area.
- If young people have fires restrict flame height to equivalent of your knee.
- Prior to lighting fire check with landowner and local authority for permission. On some sites the fire brigade may need to be informed before lighting fire.
- Use dead, dried wood and no green wood/kindling to reduce smoke inhalation, explain the importance of this to participants.
- Encourage people in smoky areas to move to non-smoky areas.
- All participants will follow the fire circle rules about how to behave and move around the fire circle.
- All fires should be fully extinguished and all traces removed at the end of a session.
- Fires should be no bigger than what is needed.
- We will follow the site specifications for what kind of fires we are allowed to have, and where needed use raised fire pits.



## FIRE RISK ASSESSMENT

Undertaken by: Bryony Purvis 17th July 2018

Reassessed by: Bryony Purvis 30th January 2019. Reassessed by: Bryony Jones 22 February 2020. Reassessed by Nicholas Jones 13/01/2023

Use in conjunction with site risk assessment.

Hazard	Risk	Who is at Risk	Risk Level (likelihood x severity)	Control measures	Person responsible	Risk Level with control measures applied
Lighting fires	burns, setting surrounding vegetation alight	All	3 x 4 = 12	Ensure water on site near fire, fire blanket, gloves and burn kit. Leader demonstrate lighting and extinguishing fires. Leader checks fire and surrounding ground that the fire is extinguished before leaving site. Safety position (one knee down) adopted near fire. Group made aware and practise the fire policy, moving around the outside of the fire. Only enter the fire circle when invited to do so. Wear gloves when adding fuel to the fire.	Session Leader	1 x 3 = 3
Cooking/eating from fire	Burns to mouth, face and hands	All	3 x 3 = 9	Food should be removed from the fire and cooled before being consumed.	Session Leader	1 x 2 = 2
Extreme weather	Surrounding vegetation more flammable, winds cause fire to spread or sparks to fly.	All	4 x 4 = 16	When the ground and surrounding vegetation is dry from extreme heat, avoid fires. If possible the ground could be soaked before hand.  If the winds are high remove any nearby branches or twigs. Continue if there is a safe enough distance between fire and surrounding vegetation. If not, postpone.	Session Leader	3 x 3 = 9



Kelly Kettle	Burns, scalds	All	2 x 4 = 8	<p>Ensure that the ground is cleared around the kelly kettle. Make a boundary around the kelly kettle that no one can enter.</p> <p>Point the spout away from the wind.</p> <p><b>REMOVE THE BUNG</b></p> <p>Use gloves to hold the kettle when pouring and carrying.</p> <p>Never look down the top when the fire is going.</p> <p>Follow fire precautions listed above.</p>	Forest School Leader	1 x 3 = 3
Fuel/Wood	Smoke Inhalation/Environmental Impact	All	2 x 4 = 8	<p>Only use dried wood for lighting fires. If wood kindling is needed from site ensure that it is NOT collected from the ground, and any mosses, lichen or other plant-life is removed before using on the fire.</p> <p>Be careful to check the type of wood/tinder you are burning to make sure it won't release harmful toxins, such as bracken.</p>	Forest School Leader	1 x 3 = 3

Benefits: Group learn how to light a fire, and cook food. They learn how to keep themselves safe. They learn about the different properties of different materials that can be used as fuel. They get to provide warmth and take care of themselves.



## RISK ASSESSMENT

<b>ESTABLISHMENT:</b> South shields Surf School	<b>ASSESSMENT DATE:</b> 15/07/2016
<b>ACTIVITY/ LOCATION :</b> Balance board inside home / club / school	<b>COMPLETED BY:</b> Nick Jones
<b><u>This activity is supported by instructions and videos</u></b>	<b>DATE REVIEWED AND UPDATED:</b> 13/01/2021

1. Hazard	2. Who might be harmed	3. What should be done to bring risk to a controlled level?	4. What else can be done to further reduce the risk?
Falling from board.	Board user Person supporting board user	Make sure the board is set up on flat ground. Make sure that there is nothing that will stop the roller rolling or cause it to bump while rolling. Ensure that you have someone to support the board user in initial stages, keeping them stable. To begin with set the board up on a softer surface to reduce the speed of the board moving and soften any falls.	Keep activities on board within reasonable challenge level of board user. If at all concerned further measures to be taken can include, placing pillows/ matts around where you are using the board. Wear a helmet whenever using the board. Wear appropriate clothes that will cover arms and legs.
Hitting objects and or people around you	Board user Person supporting board user	Make sure that board is used in a space with no objects to fall on or hit when using the board. Keep people from the area you are using. If you have someone supporting using the board the must stand to in front of you along the long side of the board and short end of the roller away from the swinging ends.	
Trapping toes/fingers	Board user Person supporting board user	Shoes must be worn at all times using the board and fingers never placed under the board while in use. The supporter must be in front of the user.	